Worker's Comp Buy-Back
Quick Reference Guide

Use this procedure to enter the Workers' Compensation check into KHRIS when your agency receives a check for an employee.

PA30 IT0015

Perform this procedure when an employee on Workers' Compensation has been paid for leave while on a work related injury absence. The employee has 3 choices once a check is received from the Third Party Administrator:

1. **Sign over the entire check to the agency to buy back a portion of the paid leave while on the work related injury absence.**
2. **Keep the check and write a personal check to buy back a portion of the paid leave while on a work related injury absence.**
3. **Keep the entire check if the employee was on authorized leave without pay.**

This will record the amount of the refund check back into KHRIS. All taxes and retirement refunds for this buy-back will be processed for the employee in an off-cycle run or subsequent payroll period.

An employee shall not receive and retain the benefit of paid leave and workers' compensation income benefits for the same period of time

Prerequisites:

- **Employee has used paid leave while on the work related injury and received a Workers' Compensation benefit payment.**
- **You must have access to the employee**

NOTE:

In this example your agency has received a TTD check in the amount of $1,000.00 for Ariana Lane for 5/7-20/16 which covers 10 working days (75.00 hours). If a Workers' Compensation check covers more than one pay period the check must be prorated to only cover the days in the period for the transaction. The TTD check from 5/7-20/16 is $1,000.00 and covers 10 working days so the average daily TTD is $100 per working day ($1000.00 TTD check / 10 working days (5/7-20/16)= $100 TTD per working day).

There are 5 scheduled working days from 5/7-15/16 and therefore the prorated amount of the TTD check would be $500.00 for 5/7-15/16 ($100 TTD per working day x 5 working days=$500.00). In order to determine how much leave time the employee can purchase you would need to take a look at the timesheet to determine the core hours (75.00 hours) in the pay period and the amount of leave hours the employee used during the TTD period (37.50 sick hours) by looking at the timesheet in CAT2 for time used 5/7-15/2016.

Time Sheet: Data Entry View

Data Entry Period | 05/01/2016 – 05/15/2016 | Week | 17.2016

Data Entry Area

LT	Pers.No.	Name	A/...	W...	Accou...	Unit	Ac...	Lo...	Crcy	Total	SA 05/07	SU 05/08	MO 05/09	TU 05/10	WE 05/...	TH 05/12	FR 05/13	SA 05/14	SU 05/15
	1727	Ariana Lane								75	0	0	7.50	7.50	7.50	7.50	7.50	0	0
	1727	Ariana Lane								75	0	0	15	15	15	15	15	0	0
	1727	Ariana Lane	SICK							37.50			7.50	7.50	7.50	7.50	7.50		
	1727	Ariana Lane	WCMP							37.50			7.50	7.50	7.50	7.50	7.50		

Once the pay period core hours have been determined you will need enter the core hours under pay period hours and enter the employee's semi-monthly salary under IT0008 amount in the Workers' Comp Calculator to determine the pay period hourly rate. You must include all required information in the Workers' Comp Calculator in order to properly calculate the amount of time the employee can purchase back and the amount of money they will owe to purchase that leave time.

WORKERS' COMP CALCULATOR

Employee's Name:	Ariana Lane
TTD Check Number	654321
1st date of Period	05/07/16
End date of Period	05/15/16
TTD Check Amount:	$500.00

Cabinet Number	53
PERNR	001727
IT0008 Amount	$1,500.00
Pay Period Hours:	75
Pay Period Hourly Rate:	$20.000
Total Hours Bought Back:	25.00

Absence Type	Hours used
Annual	0
Comp	0
Sick	37.5
Donated Sick	0
Leave without pay	0
Total Hours	37.5

% of Hours per Pay Period	Leave Hours
0.00%	0.00
0.00%	0.00
100.00%	25.00
0.00%	0.00
0.00%	0.00
0.00%	0.00
100.00%	25.00

EE Return Amount:	$500.00

Total EE Keep Amount	$0.00

According to the Workers' Comp Calculator the pay period hourly rate is $20.00 and the employee can purchase back 25.00 hours of sick leave at a cost of $500.00 (EE return amount).
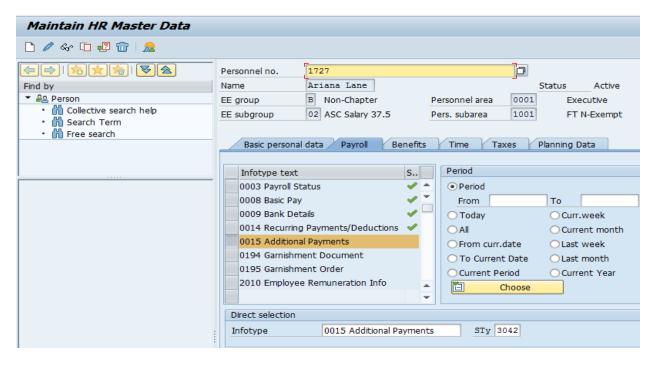
Based on this information you will need to complete the workers' comp adjustment in IT0015 additional payments using wage-type 3042 for -$500.00 for 5/7-15/16.

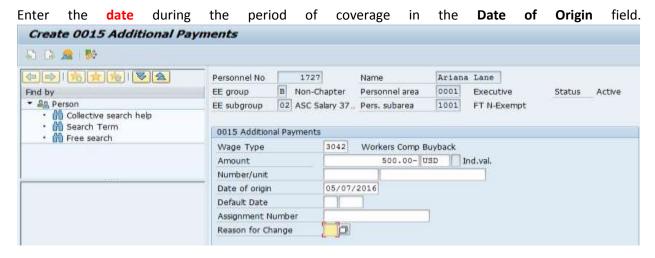Enter the required fields for an additional payment that include:

- Enter the **PRNR** in the "Personnel no." field

- Enter **15** (additional payments) in the "Infotype" field
- Enter 3042 (Workers' Comp Buyback)in the Sub Type in the Sty field

Once all the required fields have been completed click on the **Create** button at the top of the screen.

Maintain HR Master Data

Infotype text	S..		Period
0003 Payroll Status	✔		⦿ Period
0008 Basic Pay	✔		From _____ To _____
0009 Bank Details	✔		○ Today ○ Curr.week
0014 Recurring Payments/Deductions	✔		○ All ○ Current month
0015 Additional Payments			○ From curr.date ○ Last week
0194 Garnishment Document			○ To Current Date ○ Last month
0195 Garnishment Order			○ Current Period ○ Current Year
2010 Employee Remuneration Info			Choose

Personnel no. 1727
Name Ariana Lane   Status Active
EE group B Non-Chapter Personnel area 0001 Executive
EE subgroup 02 ASC Salary 37.5 Pers. subarea 1001 FT N-Exempt

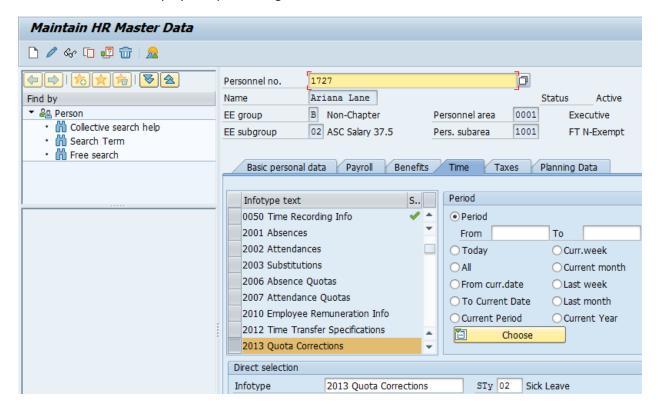Direct selection
Infotype 0015 Additional Payments STy 3042

Enter the **amount** of the check that is going to buy back the paid leave used during the work related injury absence in the **Amount** field. This should be the hours related to the pay period. ==In order to refund the applicable taxes and retirement the amount in IT0015 Additional Payments, wage-type 3042 Workers Comp Buyback must always be entered as a negative as shown below.==

Enter the **date** during the period of coverage in the **Date of Origin** field.

Create 0015 Additional Payments

Personnel No 1727 Name Ariana Lane   Status Active
EE group B Non-Chapter Personnel area 0001 Executive
EE subgroup 02 ASC Salary 37... Pers. subarea 1001 FT N-Exempt

0015 Additional Payments

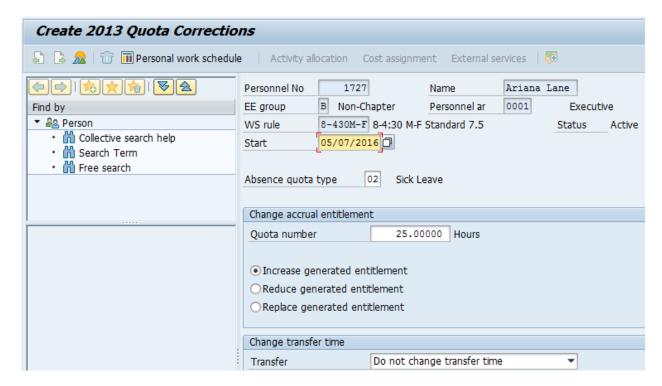| Wage Type | 3042 | Workers Comp Buyback |
Amount	500.00- USD	Ind.val.
Number/unit		
Date of origin	05/07/2016	
Default Date		
Assignment Number		
Reason for Change		

Please be sure to use the maintain text feature in IT0015 to make note explaining the reason for the Workers' Compensation Adjustment (wage-type 3042)
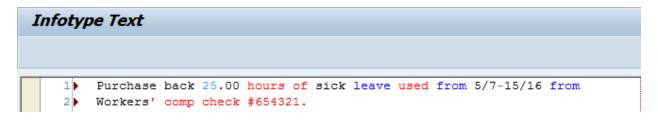
Infotype Text

```
1▶   Workers' Comp Check #654321 issued 5/24/16 was used to buy back period
2▶   5/7-15/16 (hourly rate=$20.000) for 5 days 25.00 hours of sick leave for
3▶   a total of $500.00.
```

You will need to complete the quota correction in IT2013 in order to credit the employee with the amount of leave the employee is purchasing back.

Maintain HR Master Data

Personnel no.	1727					
Name	Ariana Lane				Status	Active
EE group	B Non-Chapter		Personnel area	0001		Executive
EE subgroup	02 ASC Salary 37.5		Pers. subarea	1001		FT N-Exempt

Basic personal data | **Payroll** | **Benefits** | **Time** | **Taxes** | **Planning Data**

Infotype text	S..
0050 Time Recording Info	✔
2001 Absences	
2002 Attendances	
2003 Substitutions	
2006 Absence Quotas	
2007 Attendance Quotas	
2010 Employee Remuneration Info	
2012 Time Transfer Specifications	
2013 Quota Corrections	

Period

- ⦿ Period
  - From _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period ○ Current Year

Choose

Direct selection

Infotype	2013 Quota Corrections	STy	02	Sick Leave

Create 2013 Quota Corrections

Personnel No: 1727   Name: Ariana Lane

EE group: B Non-Chapter   Personnel ar: 0001 Executive

WS rule: 8-430M-F 8-4:30 M-F Standard 7.5   Status: Active

Start: 05/07/2016

Absence quota type: 02 Sick Leave

Change accrual entitlement

Quota number: 25.00000 Hours

- ⊙ Increase generated entitlement
- ○ Reduce generated entitlement
- ○ Replace generated entitlement

Change transfer time

Transfer: Do not change transfer time
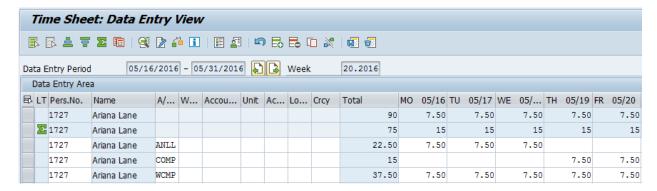
Be sure to use the maintain text feature in IT2013 quota corrections to make note of the reason for the correction.

Infotype Text

```
1▶   Purchase back 25.00 hours of sick leave used from 5/7-15/16 from
2▶   Workers' comp check #654321.
```

There are 5 scheduled working days from 5/16-20/16 the prorated amount of the TTD check would be $500.00 for 5/16-20/16 ($100 TTD per working day x 5 working days=$500.00).   In order to determine how much leave time the employee can purchase you would need to take a look at the timesheet to determine the core hours (90.00 hours) in the pay period and the amount of leave hours the employee used during the TTD period (22.50 annual hours and 15.00 comp hours) by looking at the timesheet in CAT2 for 5/16-20/16.

Time Sheet: Data Entry View

Data Entry Period: 05/16/2016 – 05/31/2016   Week 20.2016

Data Entry Area

LT	Pers.No.	Name	A/...	W...	Accou...	Unit	Ac...	Lo...	Crcy	Total	MO 05/16	TU 05/17	WE 05/...	TH 05/19	FR 05/20
	1727	Ariana Lane								90	7.50	7.50	7.50	7.50	7.50
Σ	1727	Ariana Lane								75	15	15	15	15	15
	1727	Ariana Lane	ANLL							22.50	7.50	7.50	7.50		
	1727	Ariana Lane	COMP							15				7.50	7.50
	1727	Ariana Lane	WCMP							37.50	7.50	7.50	7.50	7.50	7.50

Once the pay period core hours are determined you will need enter the core hours under pay period hours and enter the employee's semi-monthly salary under IT0008 amount in the Workers' Comp Calculator to determine the pay period hourly rate. You must include all required information in the

Workers' Comp Calculator in order to properly calculate the amount of time the employee can purchase back and the amount of money they will owe to purchase that leave time.

WORKERS' COMP CALCULATOR

Employee's Name:	Ariana Lane		Cabinet Number	53
			PERNR	001727
TTD Check Number	654321		IT0008 Amount	$1,500.00
1st date of Period	05/16/16		Pay Period Hours:	90
End date of Period	05/20/16		Pay Period Hourly Rate:	$16.667
TTD Check Amount:	$500.00		Total Hours Bought Back:	30.00

Absence Type	Hours used		% of Hours per Pay Period	Leave Hours
Annual	22.5		60.00%	18.00
Comp	15		40.00%	12.00
Sick	0		0.00%	0.00
Donated Sick	0		0.00%	0.00
			0.00%	0.00
Leave without pay	0		0.00%	0.00
Total Hours	37.5		100.00%	30.00

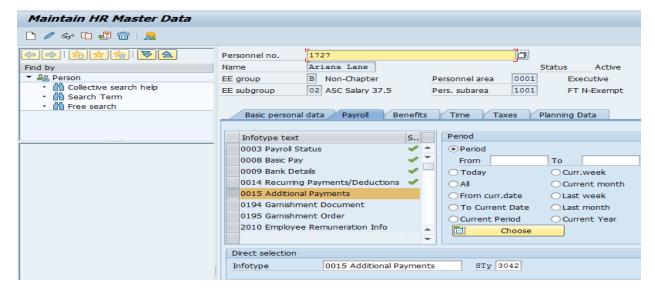| EE Return Amount:	$500.00

Total EE Keep Amount	$0.00

According to the Workers' Comp Calculator the pay period hourly rate is $16.667 and the employee can purchase back 18.00 hours of annual leave and 12.00 hours of comp leave at a cost of $500.00.

Based on this information you will need to complete the workers' comp adjustment in IT0015 additional payments using wage-type 3042 for -$500.00 for 5/16-20/16.

Enter the required fields for an additional payment that include:

- Enter the **PRNR** in the "Personnel no." field
- Enter **15** (additional payments) in the "Infotype" field
- Enter 3042 (Workers' Comp Buyback)in the Sub Type in the Sty field

Once all the required fields have been completed click on the **Create** button at the top of the screen.
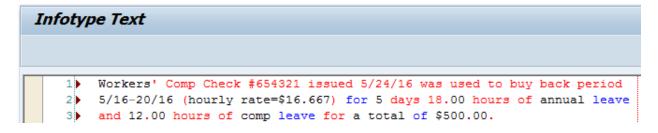
Enter the **amount** of the check that is going to buy back the paid leave used during the work related injury absence in the **Amount** field. This should be the hours related to the pay period. In order to refund the applicable taxes and retirement the amount in IT0015 Additional Payments, wage-type 3042 Workers Comp Buyback must always be entered as a negative as shown below.
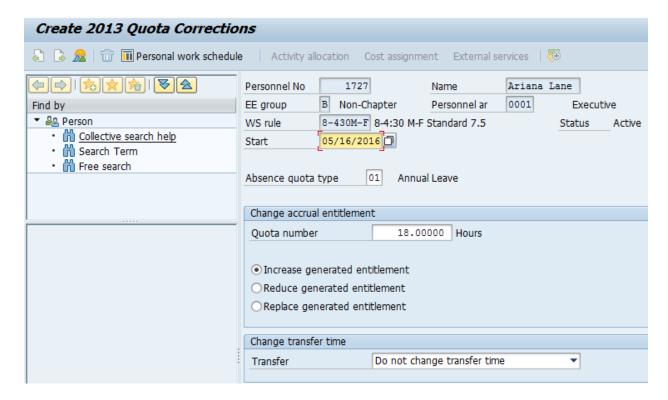
Enter the **date** during the period of coverage in the **Date of Origin** field.
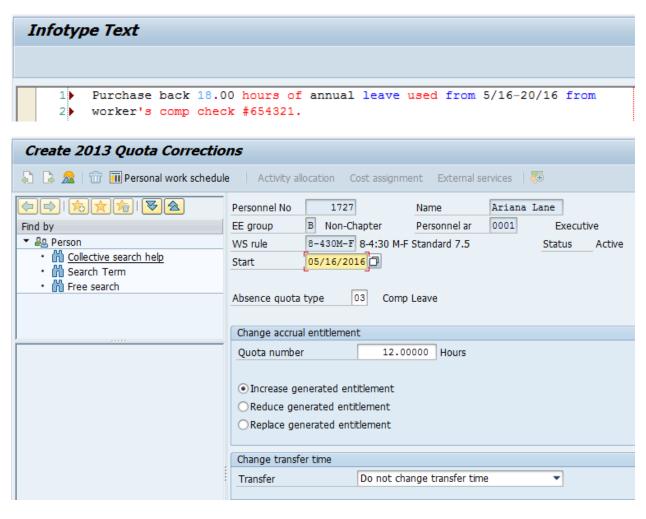

Please be sure to use the maintain text feature in IT0015 to make note explaining the reason for the Workers' Compensation Adjustment (wage-type 3042)

You will need to complete the quota correction in IT2013 in order to credit the employee with the amount of leave the employee is purchasing back.

Create 2013 Quota Corrections

Personal work schedule | Activity allocation   Cost assignment   External services

Personnel No	1727		Name	Ariana Lane	
EE group	B	Non-Chapter	Personnel ar	0001	Executive
WS rule	8-430M-F	8-4:30 M-F Standard 7.5		Status	Active
Start	05/16/2016				

Absence quota type   01   Annual Leave

Change accrual entitlement

Quota number   18.00000   Hours

- ⦿ Increase generated entitlement
- ◯ Reduce generated entitlement
- ◯ Replace generated entitlement

Change transfer time

Transfer   Do not change transfer time ▼

Maintain text for 18.00 hours of annual leave purchased back.

Infotype Text

```
1▶    Purchase back 18.00 hours of annual leave used from 5/16-20/16 from
2▶    worker's comp check #654321.
```

Create 2013 Quota Corrections

Personal work schedule | Activity allocation   Cost assignment   External services

Personnel No	1727		Name	Ariana Lane	
EE group	B	Non-Chapter	Personnel ar	0001	Executive
WS rule	8-430M-F	8-4:30 M-F Standard 7.5		Status	Active
Start	05/16/2016				

Absence quota type   03   Comp Leave

Change accrual entitlement

Quota number   12.00000   Hours

- ⦿ Increase generated entitlement
- ◯ Reduce generated entitlement
- ◯ Replace generated entitlement

Change transfer time

Transfer   Do not change transfer time ▼

Maintain text for 12.00 hours of comp leave purchased back.

Infotype Text

```
1▶    Purchase back 12.00 hours of comp leave used from 5/16-20/16 from
2▶    worker's comp check #654321.
```

It is also recommended that a payroll simulation is run to ensure the record will process correctly. The simulation will show the adjustments to all taxes and taxable. Once the record has been entered it will be processed with the next regular payroll. Any retirement refund will be processed through eMARS and appear as a net increase on the employees check.